



Figure 29: Expanded Input line on Formula Bar

## Date and time

Select the cell and type the date or time. You can separate the date elements with a slash (/) or a hyphen (–) or use text, for example 10 Oct 2012. The date format automatically changes to the selected format used by Calc.



### Note

**Tools > Options > Language Settings > Languages > Formats > Date acceptance patterns** defines the date patterns that will be recognized by Calc. In addition, every locale accepts input in an ISO 8601 Y-M-D pattern (for example, 2020-07-26).

When you enter a time, separate time elements with colons, for example 10:43:45. The time format automatically changes to the selected format used by Calc.

To change the date or time format used by Calc:

- 1) With the cell selected, open the Format Cells dialog (Figure 28).
- 2) Make sure the **Numbers** tab is selected, then select **Date** or **Time** from the *Category* list.
- 3) Select the date or time format you want to use from the *Format* list.
- 4) Click **OK** to save the changes and close the dialog.



### Note

The date format will be influenced by the system or document language settings.

## Special characters

A special character is a character not normally found on a standard keyboard; for example, © ¾ æ ç ñ ö ø ¢. To insert a special character:

- 1) Select a cell and place the cursor in the cell or in the Input line, at the point where you want the character to appear.
- 2) Go to **Insert > Special Character** on the Menu bar to open the Special Characters dialog (Figure 30).
- 3) From the grid of characters, select the required character. The last character selected is shown on the right of the Special Characters dialog along with its numerical code.
- 4) Any recently inserted characters are shown below the grid of characters and can be selected in the same way as any other character in the dialog.
- 5) At the bottom of the dialog there is provision for building a small collection of *Favorite Characters*. To add a new character to the collection, select the required character and